



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

DEFERRED COMPENSATION PROGRAM CONSULTANT

Job Number: 20001745

Job Code: 93720V121216

Job Group: 9300 - PERSONNEL MANAGEMENT AND TRAINING

Job Established: 03/01/1998

Job Revised: 12/16/2012

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Responds to inquiries and researches special problems submitted by the Executive Director, the staff, and participating employers and participants in the Kentucky Public Employees' Deferred Compensation Authority concerning issues regarding the Internal Revenue Code Sections 401 (k) and 457 plans. Performs specialized program functions within a particular area of Deferred Compensation; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

Graduate of a college or university with a bachelor's degree.

EXPERIENCE:

Must have four years of experience in personnel administration or business administration to include two years of experience in administering a deferred compensation or similar benefit program.

Substitute EDUCATION for EXPERIENCE:

A master's degree in business administration or public administration will substitute for two years of non deferred compensation or similar benefit program experience.

Substitute EXPERIENCE for EDUCATION:

Experience as an investment counselor, deferred compensation counselor or similar work in providing information on retirement or other benefit programs or experience in business administration, public administration, accounting, or information technology will substitute for the required education on a year- for-year basis. Current certification as a Certified Employee Benefits Specialist OR as a Professional Administrator and Management Executive as certified by the International Foundation for Retirement Education will substitute for the required education.

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

NONE

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Responds to inquiries from participating employers and plan participants regarding various Deferred Compensation programs and the Deferred Compensation record keeping system and state HR and financial systems. May supervise Deferred Compensation employees and/or manage systems and facilities. Serves as a liaison between the Authority programs, participating employers, third party record-keepers, the marketing firm and participants. Develops and schedules meetings and Participant Education Expositions. Designs, updates and revises materials describing Authority programs. Conducts training for participating employers' staff regarding investment procedures and systems usage. Keeps abreast of statutory and regulatory changes regarding Deferred Compensation programs for public employees. Advises participants on Loan, Exchange, Investment, Unforeseeable Financial Emergency Withdrawal Programs. Advises participants and third party providers on Rollover and Plan-to-Plan Transfer programs. Maintains operational records (hard copy and computer) on participants. Communicates with participating employers, third party administrators, investment providers, participants and citizens regarding Deferred Compensation claims, questions and issues. Provides technical advice on specialized program activities. Makes presentations before employee groups to explain Authority programs. Performs extensive research on and prepares responses regarding complex Deferred Compensation issues. Represents the authority at meetings and seminars to explain Deferred Compensation programs and policies. Provides leadership to Authority staff on special projects. Maintains basic understanding of the telephone systems for the Authority member services center and other general usage. Possesses sufficient hardware and software expertise to work with the Authority record keeper and COT to maintain systems, programs and website for the Authority.

UNIQUE PHYSICAL REQUIREMENTS:

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Work is performed in an office setting. Occasional travel is required to make presentations on program activities. Communicates frequently by telephone and with walk-in members. Uses keyboard to access account information on participants.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.